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## Web Designer

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### Summary

Under the direct supervision of the Visual Communications Manager, MYS seeks a collaborative, self-starting professional to provide web development and graphic design support to an energetic and innovative creative team in a supportive virtual office setting in the Las Vegas, NV area. As a web designer, the applicant must have a strong knowledge of WordPress; PHP experience is a plus. The candidate is expected to make meaningful contributions to the discovery, planning, and design of websites and related digital marketing assets. As a graphic designer, the applicant is responsible for creating conceptual design ideas and converting them into professional visual representations, in electronic and print formats, using Adobe Creative Suite.

### Essential Functions

#### Web Design

- Design, edit and maintain client websites while providing superior customer service
- Effectively work with service providers to setup hosting, security services, backup services, SSL certifications installation
- Lead research and troubleshoot all matters relating to web design, hosting services, Search Engine Optimization (SEO)
- Edit photos for online and print purposes
- Take initiative when problem-solving including presenting questions when appropriate
- Translate client needs to a site experience
- Assist with successful management of both short-term and long-term digital projects
- Organize and manage multiple priorities while delivering on a consistently high standard of quality
- Work independently with minimal supervision while surpassing basic project/job description, with strong attention to detail and accuracy - the first time around

### Desired Functions

#### Graphic Design

- Interpret client-provided background information to create design concepts
- Design brochures, logos, signs, books, magazine covers, annual reports, advertisements, and other communication materials at quality professional standards
- Select appropriate type size and style to enhance the readability of text and images

- Produce drafts and make accurate revisions based on feedback
- Prioritize workload to maximum production while balancing competing projects and deadlines simultaneously
- Review final productions for errors and ensure that final prints reflect client specifications

## Expected Competencies

- Advanced knowledge of WordPress Platform, digital marketing tactics, and web tools
- Advanced knowledge of customization of responsive themes and plugins
- Proficient knowledge of HTML5, CSS3, JavaScript, jQuery, PHP
- Proficient knowledge of cPanel, phpMyAdmin, and FTP
- Strong understanding of Google Analytics
- Strong knowledge of UI/UX Design including continuous research and growth alongside the ever-changing landscape of UX
- Strong capacity to learn and implement technical terminology
- Strong customer service, including speaking and writing skills

## Desired Competencies

- Advanced knowledge of graphic design principles, methods, and tools including layouts, typography for print, and digital applications
- Advanced proficiency in Adobe Creative Suite
- Content proofreading

## Supervisory Responsibility

This position has no supervisory responsibilities.

## Work Environment

This job operates in a virtual office environment. Employees must supply their own telephone, printer, scanner, and internet connection; a computer will be provided by the company. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Physical Demands

This is largely a sedentary role; however, the ability to lift project materials may be required.

## Position Type and Expected Hours of Work

This is a part-time position. All work must be completed during normal business hours (8:00am-5:00pm PT).

## Travel

Up to 10% travel. Also expected to run weekly mail and bank errands and attend in-person client meetings, as COVID-19 regulations permit.

## Required Education and Experience

Associate's degree in a relevant field or a minimum of 5 years of design experience.

## Preferred Education and Experience

Bachelor's degree in a relevant field or 7+ years of design experience.

## Work Authorization

Authorization to work in the United States.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the contractor for this job. Duties, responsibilities and activities may change at any time with or without notice.